CFS G/L MONTH-END CLOSING SCHEDULE
AUGUST 2003 – Revised 6/27/03

CLARIFICATION of this Closing Information & WHAT is actually closing:
- The CAMS system is **NOT** "going down" & "restricting" users from access. This memo refers to the General Ledger period (the G/L Month) that is no longer open & available for module transaction activity to hit *that particular G/L period*.
  - Module transaction activity may still be processed after a specific G/L period is closed; the transaction activity will post to the next G/L period or month. Quarterly & Year-end, this schedule is extremely important for transactions to post to the current G/L period.

For the following modules (**"Tier ONE"**) will be placed in "**PRELIMINARY**" close (Modules will be placed "**FINAL**" close on 7th workday of the following month):

> **BE – Budget Execution**
> > **NOTE:** Month end G/L closing process does NOT prohibit end users from entering BOPs.
>
> **PR – Purchase Requisitions (Commitments)**
> **PO – Purchase Orders (Obligations)**
> **AP – Accounts Payable**
> **AR – Accounts Receivable**

The **August 2003 General Ledger** will ***CLOSE for AUGUST ACTIVITY*** **FRIDAY, August 29, 2003, at 4:00 pm EST**.

> After 4:00 pm EST, the modules mentioned above, "**Tier ONE**," may begin working on September 2003 transactions; GL End Date '31-AUG-2003' will no longer be available for input, so please enter August data prior to 4:00 pm EST on August 29, 2003.

For the following modules (**"Tier TWO"**) will be placed in "**PRELIMINARY**" close (Modules will be placed "**FINAL**" close on 7th workday of the following month):

> **ALLOC – Cost Accumulation/Allocation**
> > August's Cost Accumulation Over/Under (CA O/U) process will be kicked off @ 4:05 pm EST on Friday, August 29th & is expected to take from 13-16 hours to complete.
>
> **GJ – General Journal**
> **GL – General Ledger**

The **August 2003 General Ledger** will ***CLOSE for AUGUST ACTIVITY*** on **TUESDAY, September 2, 2003, at "Time to Be Determined" EST (Estimated, depending on CA O/U process completion)**.

> **NOTE:** Between 4:00 pm EST on Friday, August 29th until the July G/L Month is closed on Tuesday, September 2nd, the modules mentioned above, "**Tier TWO**," should ***NOT*** enter **ANY** August 2003 or September 2003 transactions while August 2003 is still open. **ONLY** *after* August 2003 is closed should "**Tier TWO**" modules mentioned above may begin working on September 2003 transactions.

SPECIAL INSTRUCTIONS for **Summary Level Transfer (SLT) & Labor Processing (GJs), including Labor Cost Adjustments (GJs),** transaction entry:
Please do ***NOT*** enter **ANY** Labor GJ transactions **after 4:00 pm EST, Friday, August 29th until after the August 2003 G/L Period is closed on Tuesday, September 2nd**.
> These transactions may affect the Cost Accumulation Over/Under process running at 4:05 pm EST on Friday, August 29th.

NOTE #1: DISBURSEMENT PROCESS (PM102, PM103, PM206) will NOT run on the last THREE business days of the month.

NOTE #2: DATA WAREHOUSE reports &/or CFS Production reports will NOT have complete month-end data until the morning after month-end closing.

Please pass this information along to end users in your area or any others you think may be interested.